

City of Lanesboro
Ambulance Director
Part-Time

Position Title: Ambulance Director

Work Status: Part-Time

Department: Ambulance

FLSA Status: Exempt

Supervisor's Title: City Administrator

Created/Revised: 08-13

Purpose

Position serves as the Director of the Ambulance Service. Position performs supervisory, technical, and clerical work, with supervisory responsibility for the daily operation of the Ambulance Service.

Organizational Relationships

Reports to: The City Administrator and City Council

Supervises: EMTs and Drivers

Communication: **Internally** communicates with EMTs/Drivers, City/Utility employees, City Administrator, City Council, City Attorney, and Mayor. **Externally** communicates with the public, patients and customers, State and Regional EMS program coordinators, health care professionals (hospitals, first response agencies, and insurance representatives), county officials, State Department of Health and EMSRB officials, County dispatch, social service personnel, suppliers and vendors as well as the media

Essential Functions

- Coordinates and oversees Ambulance billing and MNSTAR input (in-house or through a private billing company)
- Prepares on-call schedule
- Maintains personnel files
- Administers accounts payable/receivable in coordination with the Deputy City Clerk
- Ensures the Ambulance service functions at an appropriate level of preparedness
- Performs ambulance inspections and maintenance as required
- Performs general office duties (answer phones, filing, typing)
- Evaluates and implements policies and procedures in conjunction with and after approval of the Medical Director and/or City Administrator
- Monitor inventory and purchase supplies and equipment as needed
- Maintains readiness of departmental equipment and vehicles
- Assists in the preparation of the annual budget in conjunction with the City Administrator

- Reports to the City Council at monthly Council meetings providing department updates and as needed
- Keeps volunteer staff up-to-date on correspondence , training, and accreditation available
- Coordinates service's efforts in regards to community events and education, including yearly fundraisers
- Attends job related meetings and classes as needed including Consortium Training 5 times per year and Recertification Training once every two years
- Responsible for recruitment and retention efforts for volunteer service members
- Maintain an administrative schedule adequate to support the Ambulance Service and the needs of the city; be available for calls and runs outside of normal administrative work hours on an as needed basis

Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by the City Administrator and Council
- Attends trainings and meetings as directed

Required Knowledge, Skills and Abilities

- Knowledge of all applicable laws-rules-regulations related to the Ambulance and EMS operations
- Knowledge of roads, highways, streets and alleys found within the service area
- Skill in dealing with the public
- Skill in operating Ambulance and EMS equipment
- Skill in seeking available funding methods (grants, fundraising, etc.) for equipment and supplies
- Ability to respond to emergency situations and take appropriate action
- Ability to make decisions under stressful conditions
- Ability to communicate effectively, both orally and in writing, and be able to make presentations to a diverse audience
- Ability to exert a broad spectrum of physical effort in conjunction with the duties of Ambulatory and EMS functions
- Ability to keep abreast of current trends, operating standards and changes in legislation as they apply to EMS functions
- Ability to plan, organize and direct the work of staff and volunteers
- Ability to use and comprehend current operating software in conjunction with the Ambulance Service
- Ability to handle sensitive and confidential information with tact and discretion as mandated by federal, state, and local laws as well as regulatory requirements
- Ability to work with minimal supervision
- Ability to comprehend and follow written and oral instruction
- Ability to comprehend and work within the construct of the Open Meeting Law and Data Practices Act
- Ability to establish effective working relationships with City and Utility officials, supervisors and employees, representatives of other governmental organizations and the general public
- Ability to utilize the English language effectively, both orally and in writing, and to employ proper grammar, punctuation, and sentence structure when compiling reports or written communication
- Ability to work independently or within a group and be able to plan, organize, and prioritize work tasks
- Ability to prepare work results with a high degree of accuracy and completeness
- Ability to multi-task and complete work in a timely manner

Machines, Tools, and Equipment Used: Computer, Printer, Copier, Phone, Calculator/Adding Machine, and other general office equipment; Ambulance Rig and related EMS equipment

Minimum Requirements

- MNEMT certification and at least 1 year of Fire/EMT experience. EVOC certified with a valid Minnesota class D driver's license. NIMS/ICS certification series 100, 200, 700, 800 or the ability to obtain within a reasonable amount of time

Preferred Qualifications

- EMS Management/Supervision Experience
- NIMS/ICS Series 300 and 400 or willing to obtain
- Experience in grant writing

Working Conditions

Work is performed both in an office environment and out in the field. Work involves a variety of movements such as standing, walking, sitting, bending, crouching, pushing, pulling, and repetitive movements such as twisting, reaching, and lifting. Exposure to temperature extremes and infectious disease as well as blood and other bodily fluids when responding to calls and treating patients. Calls may involve carrying people and/or heavy equipment.